

**VIRGINIA BOARD OF NURSING HOME ADMINISTRATORS
MINUTES OF TASK FORCE MEETING**

Tuesday, February 27, 1996
Fifth Floor
Conference Room 2

Department of Health Professions
6606 West Broad Street
Richmond, Virginia 23230

CALL TO ORDER: A meeting of the Task Force of the Board of Nursing Home Administrators was called to order at 1:40 p.m.

PRESIDING: Vivian D. Thomas, N.H.A., Chair

MEMBERS PRESENT: Mona K. Clark, N.H.A.


STAFF PRESENT: Lisa J. Russell Hahn, Executive Director


NEW BUSINESS:

Since July 1995, the Board of Nursing Home Administrators has docketed a total of five cases from the Department of Health, two cases were offlined, and four are under review.

The guidelines established are as follows: the Case Intake Analyst receives the Inspection Report and completes the matrix. The Case Intake Analyst, and the Board Executive will review and determine if a case should be docketed. If it is determined that a case should be docketed, the respondent will be sent a letter requesting the following: 1) response to the survey with their length of employment at the facility, 2) current employment status, and 3) past two years' Inspection Reports with a plan of correction from - facility where they were Administrator of Record.

ADJOURN: There being no further business, the Task Force adjourned at 3:00 p.m.


Vivian D. Thomas, N.H.A., Chair


Mona K. Clark, N.H.A.